

**CHAPTER 31: DEPARTMENTS AND COMMITTEES**

Section

(G) District Attorney;

***General Provisions***

(H) Community Justice.

- 31.01 Departments comprising government structure
- 31.02 Board of County Commissioners
- 31.03 [Reserved]
- 31.04 Assessment and Taxation Department
- 31.05 Administrative Services Department
- 31.06 Public Health Department
- 31.07 Public Works Department
- 31.08 Community Development
- 31.09 Sheriff’s Office
- 31.10 District Attorney
- 31.11 Community Justice Department
- 31.12 Human Services Department
- 31.13 Organizational Chart

(I) Human Services.  
 (Ord. 95-05, passed 7-6-95; Ord. 2007-14, passed 12-19-07; Ord. 2009-01, passed 2-18-09; Ord. 2012-09, passed 6-6-12; Ord. 2016-03, passed 4-6-2016; Ord. 2016-08, passed 6-15-2016; Ord. 2017-03, passed 2-1-2017; Ord. 2023-01, passed 2-22-2023)

**§ 31.02 BOARD OF COUNTY COMMISSIONERS.**

(A) County Commissioners are elected to represent the needs and interests of citizens in county government. The three Commissioners have over-lapping four year terms of office so there is continuity of leadership.

***GENERAL PROVISIONS***

**§ 31.01 DEPARTMENTS COMPRISING GOVERNMENT STRUCTURE.**

The county government structure is henceforth comprised of the following departments:

- (A) Assessment and Taxation;
- (B) Administrative Services;
- (C) Public Health;
- (D) Public Works;
- (E) Community Development;
- (F) Sheriff’s Office;

(B) The Commissioners are responsible for all county activities except the statutorily assigned responsibilities of the Sheriff and District Attorney. The Commissioners directly supervise the offices of County Counsel, Human Resources (personnel), and Chief Financial Officer.

(C) The Chief Financial Officer is designated as the county budget officer, and is responsible for the preparation of the county budget and its budget document.

(D) The Commissioners are responsible for the following programs: Umatilla County Fair; CARE, and Emergency Management.

(E) CARE Program. The CARE (Community Access for Resource Effectiveness) Program provides a coordinated and integrated social service delivery system

that promotes the health, safety, education, and general well-being of children and parents.

(F) *Emergency Management Division.* The Emergency Management Division prepares for, anticipates for, and responds to emergency events.

(G) In addition, the Commissioners are responsible for the employment of full time and part-time and on-call county employees.

(H) Several citizen committees are appointed by the Commissioners to advise on matters of public concern and to manage special programs.

(Ord. 2007-14, passed 12-19-07; Ord. 2009-01, passed 2-18-09; Ord. 2012-09, passed 6-6-12; Ord. 2016-09, passed 8-25-2016; Ord. 2017-03, passed 2-1-2017; Ord. 2022-10, passed 9-7-2022; Ord. 2023-01, passed 2-22-2023)

**§ 31.03 [Section Deleted].**

(Ord. 2007-14, passed 12-19-07; Ord 2016-03, passed 4-6-2016; Ord. 2017-03, passed 2-1-2017)

**§ 31.04 ASSESSMENT AND TAXATION DEPARTMENT.**

(A) *Director of Assessment and Taxation.* The Director of Assessment and Taxation is responsible for assessing all taxable property within the county according to state law, and oversees the Tax Collector. The Director prepares and issues the annual property tax roll and manages individual assessment files.

(B) *Tax Collector.* The Tax Collector is responsible for collection of all property taxes. In addition to the county itself, this includes the Port of Umatilla, eleven cities, school districts, and special districts (such as fire, irrigation,

hospital, library and other public services).

(C) *Cartography/GIS.* The Cartography/GIS keeps the cadastral mapping current by way of segregations, consolidations, lot line adjustments and annexations and also keeps the Assessment Roll ownership information current. GIS mapping services are provided to other County departments and the public.

(Ord. 2007-14, passed 12-19-07; Ord. 2022-10, passed 9-7-2022)

**§ 31.05 ADMINISTRATIVE SERVICES DEPARTMENT.**

(A) *Administrative Services Director.* The Administrative Services Director manages all the activities of this department and fulfills the statutory duties of a County Clerk. Duties of the Clerk include providing support to the Board of Property Tax Appeals.

(B) *Records Office.* The Records Office issues, records, maintains and provides legal and other public records required by law.

(C) *Elections.* Elections registers new voters, maintains records on the county's eligible voters, and conducts all elections held in the county.

(Ord. 2007-14, passed 12-19-07; Ord. 2009-01, passed 2-18-09; Ord. 2012-09, passed 6-6-12; Ord. 2016-08, passed 6-15-2016; Ord. 2022-10, passed 9-7-2022)

**§ 31.06 PUBLIC HEALTH DEPARTMENT.**

(A) *General.* This department is managed by a Director.

(B) *Public Health Division.* The Public Health Division provides services in the

prevention and control of infectious disease, family planning, infant health, home nursing services, and operates health clinics in Pendleton, and Hermiston, and school based health centers in Pendleton. It is operated with county, state and federal funds.

(Ord. 2007-14, passed 12-19-07; Ord. 2012-09, passed 6-6-12; Ord. 2013-08, passed 9-4-13; Ord. 2016-03, passed 4-6-2016; Ord. 2016-08, passed 6-15-2016; Ord. 2017-03, passed 2-7-2016)

### **§ 31.07 PUBLIC WORKS DEPARTMENT.**

(A) *Director of Public Works.* The Director of Public Works oversees all activities in this department. In addition, the director is in charge of constructing and maintaining the county roads. The state provides funds through gasoline and other road taxes.

(B) *County Surveyor.* The County Surveyor office maintains a continuous land data base and provides information and services to the public regarding property lines and the establishment of new properties.

(C) *Weed Control Program.* The Weed Control Program helps control noxious weeds on properties not immediately next to county roadways. Some work is done with private landowners through contracts.

(Ord. 2007-14, passed 12-19-07)

### **§31.08 L C O M M U N I T Y DEVELOPMENT.**

(A) *Community Development Director.* The Community Development Director is in charge of all activities in this department.

(B) *Land Use Planning Division.* The Land Use Planning Division works with the

County Planning Commission appointed by the Commissioners. The Division administers zoning ordinances for areas outside incorporated cities, and oversees long range planning for land development in the county.

(C) *Rural address.* The rural address activity is a project to install a system of rural address names and signs to help fire, ambulance and police agencies respond more quickly to emergencies in rural areas.

(D) *Natural Resource Planning.* The department provides coordination of natural resource planning for the county.

(E) *Economic and Community Development.* The department coordinates community development, business development and continuation, economic planning, and tourism throughout the County.

(Ord. 2007-14, passed 12-19-07; Ord. 2009-01, passed 2-18-09; Ord. 2012-09, passed 6-6-12; Ord. 2023-01, passed 2-22-2023)

### **§ 31.09 SHERIFF'S OFFICE.**

(A) *Criminal Division.* The Criminal Division carries out the Sheriff's duties related to criminal activity and law enforcement within the county.

(B) *Civil Division.* The Civil Division carries out the Sheriff's duties related to service of process and other documents.

(C) *County jail.* The Sheriff operates a county jail for the county as well as city police departments. Jail space is rented to other counties when available.

(D) *Emergency telephone system.* The emergency telephone system is a "911" dispatch and response center serving all areas of the

county except Hermiston and Milton-Freewater, which each operate its own center.

(E) *Search and rescue, snowmobile patrols, and marine patrols.* The Sheriff also provides special services such as search and rescue, snowmobile patrols and marine patrols on the Columbia River and at McNary Dam. Marine patrols use state and federal funds. (Ord. 2007-14, passed 12-19-07; Ord. 2012-09, passed 6-6-12; Ord. 2022-10, passed 9-7-2022; Ord. 2023-01, passed 2-22-2023)

**§ 31.10 DISTRICT ATTORNEY.**

The District Attorney is actually a state official elected at the county level. The District Attorney prosecutes criminal and other trials before the Circuit Courts for the county. The office also administers a program for assistance for victims of crimes. (Ord. 2007-14, passed 12-19-07; Ord. 2012-09, passed 6-6-12; Ord. 2022-10, passed 9-7-2022)

**§31.11 COMMUNITY JUSTICE DEPARTMENT.**

(A) The Community Justice Department will be managed by the Community Justice Director.

(B) *Community Corrections.* Community Corrections monitors the behavior and movement of offenders in the community to insure compliance with the conditions of the releasing authority, and directs a work release program for offenders as an alternative to incarceration. These programs use funds from the state.

(C) *Juvenile Division.* The Juvenile Division provides counseling, probation monitoring, support and detention for youth

who come into contact with the criminal justice system.

(Ord. 2007-14, passed 12-19-07; Ord. 2013-08, passed 9-4-13; Ord. 2016-03, passed 4-6-2016; Ord. 2016-09, passed 8-24-2016)

**§ 31.12 HUMAN SERVICES DEPARTMENT.**

(A) *General.* The Human Services Director will manage the Human Services Department

(B) *Developmental Disabilities Program.* The program provides a variety of services and treatment to persons with intellectual and developmental disabilities using funds provided by the state.

(C) *Veterans Division.* The Veterans Division provides military veterans and their families with assistance and information about veterans benefits and programs, and helps indigent veterans with limited funds. (Ord. 2013-08, passed 9-4-13; Ord. 2016-08, passed 6-15-2016; Ord. 2022-10, passed 9-7-2022)

**§31.13 ORGANIZATIONAL CHART**

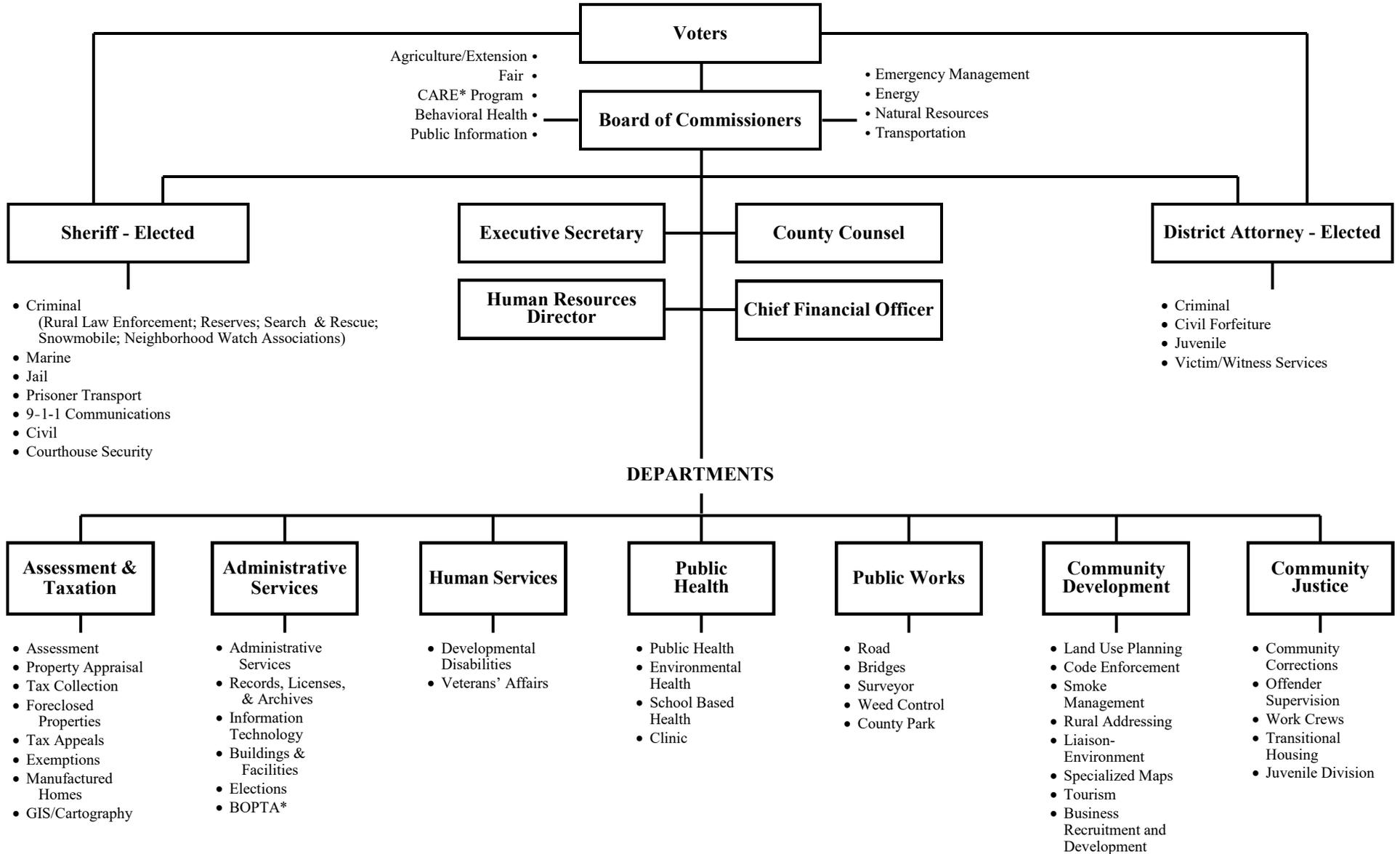
The attached County Organizational Chart is approved and incorporated into this chapter by this reference.

(Ord. 2012-09, passed 6-6-12; Ord. 2013-08, passed 9-4-2013; Ord. 2016-03, passed 4-6-2016; Ord. 2016-08, passed 6-15-2016; Ord. 2013-09, passed 8-24-2016; Ord. 2017-03, passed 2-7-2016; Ord. 2022-10, passed 9-7-2022; Ord. 2023-01, passed 2-22-2023)

**§§ 31.14 to 31.17 - Deleted**  
(Ord. 2012-09, passed 6-6-12)

**APPENDIX: COUNTY ORGANIZATIONAL CHART**

# UMATILLA COUNTY ORGANIZATIONAL CHART



\* NOTE: Umatilla County is a Home Rule County. The Home Rule Charter was adopted by the voters, effective 1993

\*BOPTA = Board of Property Tax Appeals

\*C.A.R.E. = Community Access for Resource Effectiveness Program